



FOR MORE INFORMATION CONTACT

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ACCESS – INTRODUCTION	ACCESS – ADVANCED
CREATING DATABASES	ADVANCED TABLE DESIGN
<input type="checkbox"/> Plan a Database	<input type="checkbox"/> Default Values
<input type="checkbox"/> Create Tables	<input type="checkbox"/> Validation Rules/Text
<input type="checkbox"/> Use the Table Wizard	<input type="checkbox"/> Use the Lookup Wizard
	<input type="checkbox"/> Building Relationships
DESIGNING A TABLE	<input type="checkbox"/> Referential Integrity
<input type="checkbox"/> Set up Fields (<i>Data Type & Description</i>)	
<input type="checkbox"/> Modify or Delete a Field	ADVANCED QUERIES
<input type="checkbox"/> Set Field Properties (<i>Format & Input Mask</i>)	<input type="checkbox"/> Use Multiple Tables
	<input type="checkbox"/> Parameter Queries
DATA MANIPULATION	<input type="checkbox"/> Create a Query with Calculated Fields
<input type="checkbox"/> Enter Data	<input type="checkbox"/> Action Queries
<input type="checkbox"/> Modify or Delete Records	<input type="checkbox"/> Summary Queries
<input type="checkbox"/> Find, Sort or Filter Records	
QUERIES	CREATING FORMS
<input type="checkbox"/> Create and Save a Query	<input type="checkbox"/> Create a Form
<input type="checkbox"/> Modify a Query	<input type="checkbox"/> Modify a Form
<input type="checkbox"/> Use Wildcard Operators	<input type="checkbox"/> Create a Form with a Subform
<input type="checkbox"/> Query with Multiple Criteria	<input type="checkbox"/> Create a PivotTable Form
<input type="checkbox"/> Query a Simple Formula	<input type="checkbox"/> Create a Switchboard
<input type="checkbox"/> Parameter Queries	
CREATING REPORTS	
<input type="checkbox"/> Use the Report Wizard	
<input type="checkbox"/> Create a Grouped Report	